

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Associate Civil Engineer
Class Code Number	

General Statement of Duties

Designs, plans, coordinates, and supervises City engineering projects, traffic engineering activities, and related support personnel; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to design, plan, coordinate, and supervise City engineering projects, traffic engineering activities, and related support personnel. The work is performed under the supervision and direction of higher level staff, but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over assigned department personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in the field, involving exposure to a wide variety of terrains and weather conditions.

Examples of Essential Work (Illustrative Only)

If assigned to Construction Management:

- Plans and designs all phases of civil engineering Public Works construction projects, including defining the scope of the project, securing adequate funding from Federal and State grant programs and other funding sources, coordinating with permitting and public utility agencies, performing historical document research and review, surveying, engineering analysis of alternatives, preparing plans, specifications, and cost estimates, and other related planning and design work;
- Provides construction administration, public relations, management, and inspection of Public Works construction projects, including coordinating work with other divisions and City departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, and providing public notices of projects;
- Plans, coordinates, and implements a variety of capital improvement project programs in the areas of storm drain design, repairs and upgrades, street reconstruction and rehabilitation, and pump station design, including serving as principal designer for the City's water and sewer system

installations, upgrades, repairs, and replacements, and planning, coordinating, and securing funding of water and sewer projects as required, coordinating design services and scheduling of projects, and preparing and administering project funding agreements;

- Provides engineering services to the general public of Eureka, including surveying and reviewing project designs in addition to inspecting and supervising non-contractual Public Works improvements.

If assigned to Traffic Operations:

- Coordinates various transportation-related programs, including the City's Traffic Calming Program, Street Lighting Program, Parking Program, Long-Range Transportation Planning Program, and Bicycle and Pedestrian Program;
- Coordinates the City's traffic signal system, and conducts traffic engineering studies to determine the need for traffic control devices, including coordinating the City computer transportation model, collecting and analyzing traffic data, producing written reports, recommending traffic control devices, and arranging for their installation and implementation;
- Acts as the City's representative and liaison on transportation matters and programs, including participating on committees, collaborating with involved parties, speaking on traffic-related issues at meetings, hearings, and legal proceedings, and making presentations to public and private agencies and community groups;
- Plans, coordinates, and implements the City's traffic control system capital improvement budget, including preparing applications for grant funding of transportation related projects and activities and administering awarded grants, managing funded projects to completion, identifying necessary future projects, and insuring the purchase of necessary equipment, materials, and supplies;
- Determines the scope of transportation projects, including preparing requests for proposals and contracts for consulting services, reviewing plans and studies of consulting traffic engineers and private contractors, making technical engineering decisions, ensuring compliance with technical criteria and City standards; preparing progress reports and maintaining records of changes and field notes;

For all functional areas of assignment:

- Performs direct supervision over assigned staff; including assisting in selecting, training, evaluating, and recommending disciplinary action of staff;
 - Prepares, administers, and monitors department/division budget relative to assigned areas of responsibility;
 - Responds, in a courteous and timely manner, to inquiries, requests, and complaints from the public, both in the office and at field sites, and determines and implements appropriate action;
 - Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
 - Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
 - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
 - Performs other directly related duties consistent with the role and function of the classification.
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Required Knowledge, Skills, and Abilities

- Thorough knowledge of Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility;
- Thorough knowledge of City operations, policies, and procedures applicable to assigned area of responsibility;
- Thorough knowledge of all phases of general civil engineering and traffic engineering techniques, practices, and procedures related to public works construction;
- Thorough knowledge of practices, procedures, theory and construction techniques of engineering (including water systems, sewers, and storm drains) , street structural design, and traffic systems design;
- Thorough knowledge of appropriate design principles and practices;
- Thorough knowledge of the current literature and sources of information regarding civil engineering;
- Thorough knowledge of advanced mathematics as applied to engineering principles;
- Thorough knowledge of the principles, practices, and procedures of supervision, training, and performance evaluations;
- Thorough knowledge of budgeting and fiscal monitoring, and the City's budget process;
- Ability to perform and solve complex engineering mathematical calculations;
- Ability to prepare, understand, and interpret engineering construction plans, specifications, and other contract documents;
- Ability to conduct comprehensive studies, perform technical research and prepare technical studies and reports with recommendations;
- Ability to comprehend how projects fit into the overall City systems;
- Ability to perform complex surveying;
- Ability to work in and around moving traffic;
- Ability to solve complex civil engineering problems;
- Ability to establish and maintain effective relationships with Department employees, contractors, and the general public;
- Ability to operate engineering equipment and hand tools;
- Ability to supervise, train, and evaluate staff;
- Ability to prepare, administer, and monitor department/division budget relative to assigned area of responsibility;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in a related field;
- Three years of related experience, with at least one year of supervisory experience.

Required Special Qualifications

- California Professional Civil Engineer Registration;
- Valid Class C State of California Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment and in the field, involving exposure to a wide variety of terrains and weather conditions.